

# Reclamation Manual

## Directives and Standards

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### Fitness To Serve

1. The following are actions that may be taken with regards to a proprietary security guard's authorization to carry a firearm and enforcement authority.
  - A. Assignment of Administrative/Light Duty
    - (1) A proprietary security guard who is unable, for any reason, to perform the full range of security duties may be temporarily assigned administrative or light duty. The Security Response Force Manager (SRFM) will make the decision to assign a guard to administrative/light duty. Security guards placed on administrative or light duty are still required to meet position description requirements to include annual physical fitness testing and firearm qualifications. The SRFM onsite may make such an assignment on their own initiative or at the request of the proprietary security guard. In some cases, concurrence by the dam manager or power manager (DM), in conjunction with the human resources (HR) department, may be required.
    - (2) A proprietary security guard assigned to administrative or light duty will not be authorized to carry a firearm. Administrative or light-duty assignments that result from physical or medical conditions should be for a specific period of time, depending on the prognosis. The security guard's licensed physician must provide a written release prior to return to full duty and carrying a firearm. This release may be subject to review by the SRFM and HR before approval. The following are examples of situations that may justify placing a proprietary security guard on administrative /light duty:
      - (a) physical injury,
      - (b) other physical or mental condition(s),
      - (c) pending an investigation or clarification of a law enforcement situation involving the security guard,
      - (d) pending counseling when the security guard was involved in a traumatic incident requiring counseling,
      - (e) failure to pass to the annual physical fitness standards, and/or
      - (f) failure to pass the annual pistol or rifle qualifications standards.

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### B. Temporary Suspension

(1) A temporary suspension removes the security guard's ability to carry a firearm pending the outcome of an investigation, board of review, or completion of any remedial action. The security guard will surrender their badges to the SRFM onsite. The SRFM will retain the security guard's badges onsite until the security guard returns to full duty. There are two categories of temporary suspensions: mandatory and discretionary.

#### (a) Mandatory

(i) Some events require a security guard's authorization to carry a firearm to be suspended. The authorization to carry a firearm will automatically be temporarily suspended if any of the following conditions or situations exist.

(aa) The security guard is suspended from employment for disciplinary reasons.

(bb) The security guard is on active duty as a member of a military reserve component or the National Guard in excess of 30 days.

(cc) The security guard is in a leave-without-pay status in excess of 30 days.

(dd) A urinalysis screening for controlled substances is positive, or the security guard refuses to submit to a urinalysis screening.

#### (b) Discretionary

(i) Situations that may justify suspension of the authority to carry a firearm include, but are not limited to, the following:

(aa) The security guard exhibits aberrant behavior that raises questions about their suitability or fitness to perform the security function, or the security guard is being required to undergo an evaluation to determine fitness for duty. Aberrant behavior is generally defined as conduct, demeanor, and/or actions where upon there is a reasonable belief that the security guard is not suitable or fit to perform the security function due to a medical, mental, emotional, and/or physical condition(s),

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and that they are a threat to their own safety or the safety of others.

- (bb) The security guard has been charged with, or is accused of, criminal actions that may affect their suitability to occupy a position of public trust, including a misdemeanor crime of domestic violence.
- (cc) A background investigation reveals issues that affect the security guard's suitability to occupy a position of public trust, or the security guard has failed to fully disclose information necessary to complete a required background investigation.
- (dd) The security guard has not completed Security Response Force (SRF) annual sustainment training requirements.
- (ee) There is reason to believe that the security guard is under the influence of drugs or alcohol while on duty.
- (ff) The security guard's behavior constitutes abuse of authority, such as: inappropriately using or displaying weapons; threatening, intimidating, or harassing; conducting security activities outside the scope of employment or authority; or using excessive force.
- (gg) A licensed medical professional has determined that the security guard is unable to perform security duties due to a physical or mental condition, and the security guard is awaiting a final determination of disability status.
- (hh) As determined by the supervisor, the security guard is rated ineffective on a critical security performance element for any two consecutive evaluation periods. The supervisor documents this as part of standard performance evaluation processes.

### C. Withdrawal of Suspension

- (1) When the circumstance(s) that resulted in suspension of a security guard's authorization to carry a firearm have been resolved, the SRFM onsite will send written notification to the DM. After reviewing the circumstances, the DM will notify the security guard, in writing, through the SRFM onsite, that the suspension is either withdrawn or continued. The SRFM will notify, in writing,

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the Protection Services Program Manager (PSPM) the decision of the DM. If the suspension is withdrawn, the security guard will be authorized to carry a firearm (if all other requirements are met) and returned to full security duties.

- (2) The security guard's security badge will be returned. This may occur when:
  - (a) A medical or appropriate professional has certified the security guard's suitability or fitness for duty. This certification is subject to approval by HR.
  - (b) All administrative or criminal allegations have been favorably resolved, the case is dismissed, or the security guard is otherwise cleared of all charges.
  - (c) The security guard's background investigation issues have been favorably resolved.
  - (d) The security guard meets firearms qualification standards.
  - (e) The security guard meets the annual physical fitness standards.
  - (f) The security guard has completed SRF annual sustainment training requirements.
  - (g) The security guard has completed a substance-abuse rehabilitation program, if offered, and has been certified to be free of the abused substance and with concurrence by the HR.
  - (h) Other disciplinary or remedial actions have been resolved in favor of the security guard, or penalties have been satisfied according to appropriate rules and regulations.

### D. Revocation

- (1) The DM may permanently revoke a security guard's authorization to carry a firearm. If the revocation of the authorization to carry a firearm becomes necessary, the SRFM onsite will forward a request for revocation to the DM. If the DM determines that revocation is justified, the DM will send an official revocation memorandum to the security guard, through the SRFM. The SRFM will notify, in writing, the PSPM the decision of the DM. Unless already accomplished through a temporary suspension, the security guard must surrender the security badge to the SRFM. The security guard will return the badge to the

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SRFM onsite. Situations that require authorization to carry a firearm to be permanently revoked include, but are not limited to, the following:

- (a) The security clearance of the security guard is administratively suspended, terminated, or permanently revoked for cause based on applicable laws, rules, and/or regulations.
- (b) The security guard is convicted of a crime or is guilty of conduct that violates the any rule or regulation of the Department of the Interior or the Bureau of Reclamation, including 43 CFR 20.735, SLE 04, and the security guard's removal is required by applicable laws, rules, and/or regulations.
- (c) The security guard is in violation of the Lautenberg Amendment to the Gun Control Act of 1968 (18 U.S.C. § 922).
- (d) The security guard's conduct requires removal from their security position.
- (e) The HR Department finds that the physical or mental condition(s) affecting the security guard's suitability or fitness are permanent and there is no reason to believe that the security guard will be able to meet the medical, physical, or psychological requirements of the position in the future.
- (f) The security guard is reassigned to a non-security position, transfers, or is removed from government service.
- (g) The security guard is removed from the new hire academy due to performance, conduct, or safety issues.
- (h) The security guard fails to meet firearms qualification standards or re-certification standards.
- (i) The security guard's drug and/or alcohol abuse continues.